

DEPARTMENT OF TRANSPORTATION
BUREAU OF TRANSPORTATION STATISTICS
OFFICE OF AIRLINE INFORMATION
ACCOUNTING AND REPORTING DIRECTIVE

RESEARCH AND INNOVATIVE TECHNOLOGY ADMINISTRATION

No. 307

Issue Date: 8-23-2012

Effective

Date: 1-1-2013

This Directive rescinds Accounting and Reporting Directive No. 293, E-filing, and revises and reissues the reporting guidance contained in Directive No. 293.

Background:

On July 16, 2010, the Department of Transportation (DOT) issued a final rule revising Part 241 of its Economic Regulations. This action required air carriers to report their economic and statistical data to the Department via a secured web portal using a comma separated value (CSV) of the already required data or a PDF file.

On June 23, 2010, the DOT Research and Innovative Technology Administration, Office of Airline Information issued Accounting and Reporting Directive No. 293 effective October 1, 2010. The Directive provided guidance on reporting air carrier recurrent economic and statistical data via a secured web portal using a comma separated value (CSV) and provided file formats for the required data to be reported.

Changes to Directive No. 293

This Directive revises the section pertaining to the B-7 Airframe and Aircraft Engine Acquisitions and Retirements and the B-43 Inventory of Airframes and Aircraft Engines only, and affects no other part of Accounting Directive No. 293.

This Directive changes the file format or record description as defined in Directive No. 293 as follows:

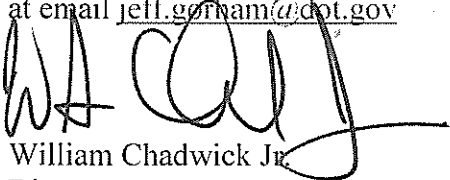
For the B-7, instead of reporting the Air Carrier Name in field 2, air carriers will report their 2 or 3 letter carrier code as reported on their other recurrent economic and statistical data. A new column/field is to be inserted after the "Number of Aircraft Engines Acquired/Retired" column/field, and before the "Type Model and Cabin Design" column/field. The new column/field is entitled "Aircraft Type Code", is numeric and 4 digits in length. It will correspond to the aircraft type codes as reported on Schedule P-5.1 or Schedule P-5.2 (P051 or P052) data.

For the B-43, instead of reporting the Air Carrier Name in field 2, air carriers will report their 2 or 3 letter carrier code as reported on their other recurrent economic and statistical data. A new column/field is to be inserted after the "Manufacturer" column/field, and before the "Type Model and Cabin Design" column/field. The new column/field is entitled "Aircraft Type Code", is numeric and 4 digits in length. It will correspond to the aircraft type codes as reported on Schedule P-5.1 or Schedule P-5.2 (P051 or P052) data. The "Report Date" column/field is changed to reflect "Year", is numeric and 4 digits in length. A new column/field is to be inserted after the "Year" column/field and is entitled "Month

Ended", is numeric and 2 digits in length. This provides uniformity with the B-7 "Year" and "Month Ended" column/fields.

For your reference, the entire Reporting Directive is reissued below, with the required changes, reflected on pages 33 thru 36.

If there are any questions on the revised reporting, please contact Mr. Jeff Gorham at (202) 366-4406 or at email jeff.gorham@dot.gov



William Chadwick Jr.
Director
Office of Airline Information
Bureau of Transportation Statistics

E-filing

This Accounting and Reporting Directive gives detailed instructions for the file format for submitting recurrent reports via a secured web portal using a comma separated vales (CSV) of the already required data or a PDF file. CSV is a delimited data format that has fields/columns separated by the comma character and records/rows separated by new lines

PART 241 – Form T100 Traffic and Capacity Statistics Segment Report

OMB NO: 2138-0040
EXPIRATION DATE: 10/31/2014

Paperwork Reduction Act Burden Statement

A federal agency may not conduct or sponsor, and a person is not required to respond to, nor shall a person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a current valid OMB Control Number. The OMB Control Number for this information collection is 2138-0040. Public reporting for Schedule T-100, Report of Traffic and Capacity, is estimated to be approximately 6 hours per response, including the time for reviewing instructions, completing and reviewing the collection of information. All responses to this collection of information are mandatory, as authorized by 14 CFR, Part 241. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: Information Collection Clearance Officer, Jennifer Rodas, OAI/BTS/RITA, RTS-42, Room E34, 1200 New Jersey Avenue, SE, Washington, D.C. 20590 or e-mail – jennifer.rodas@dot.gov

REQUIREMENTS

RECORD DESCRIPTION: T100 – Traffic and Capacity Statistics for Segment Report

| Field Description | Data Type | Length | Comments | Sample Data |
|-------------------|-----------|--------|-------------------------------------|-------------|
| Data Type | Character | 1 | One letter code (S) | S |
| Entity code | Character | 5 | Five character code assigned by DOT | 0A050 |

| | | | | |
|--------------------------------|-----------|----|--|-----------|
| Year of Data | Numeric | 4 | Year (CCYY) | 2010 |
| Month of Data | Numeric | 2 | Month (MM) | 03 |
| Origin Airport | Character | 3 | Three letter OAG airport code | BWI |
| Destination Airport | Character | 3 | Three letter OAG airport code | LAS |
| Service Class | Character | 1 | One letter service class code: F, G, L, N, P, R, H | F |
| Segment Aircraft Type | Numeric | 3 | DOT assigned three numeric aircraft type code | 698 |
| Segment Cabin Configuration | Numeric | 1 | One numeric aircraft cabin configuration code: 1,2,3,4 | 1 |
| Segment Departures Performed | Numeric | 5 | Up to five numeric departures performed | 25 |
| Segment Available Capacity | Numeric | 10 | Up to ten numeric, reported in pounds | 125000000 |
| Segment Available Seats | Numeric | 7 | Up to seven numeric, aircraft seating capacity | 1250 |
| Segment Passengers Transported | Numeric | 7 | Up to seven numeric, reported transported passengers | 922 |
| Segment Freight Transported | Numeric | 10 | Up to ten numeric, freight reported in pounds | 25338 |
| Segment Mail Transported | Numeric | 10 | Up to ten numeric, mail reported in pounds | 989 |
| Segment Scheduled Departures | Numeric | 5 | Up to five numeric scheduled departures | 23 |
| Segment Ramp to Ramp Minutes | Numeric | 10 | Up to ten numeric, reported in minutes | 789 |
| Segment Airborne Minutes | Numeric | 10 | Up to ten numeric, reported in minutes | 685 |

RECORD FORMAT:

The T100 – Traffic and Capacity Statistics for Segment data reports must be created as an electronic “comma separated values” file, using ASCII text character encoding, for uploading via the “eSubmit” application.

The comma separated values file MUST BE indicated when naming the file, by using the letters [CSV] or [csv] following the file name, as the file name extension.

The file name is flexible and may be determined by the individual air carrier, but the comma separated values (csv) file format is required, as outlined in the rule entitled, *Submitting Airline Data via the Internet*.

The fields in the sample record shown below follow the same order as the above record description, separated by commas, and saved with the file name extension of .csv.

Suggested file name: XX201003-T100SEG.csv

Sample Record Format:

S, 0A050, 2010, 03, BWI, LAS, F, 698, 1, 25, 12500000, 1250, 922, 25338, 989, 23, 789, 685

PART 217 – T100(f) Certification

REQUIREMENTS

RECORD DESCRIPTION/INSTRUCTIONS: T100(f) Certification

A certification statement is required identifying an appropriate official of the reporting carrier. The certification statement will read:

Carrier Name:

Address:

Homeland:

(Homeland is the name of the country under the laws of which air carrier organized.)

Carrier Code:

Report Date (Year/Month):

I, the undersigned, do certify that this report has been prepared under my direction in accordance with the regulations in 14CFR Part 217. I affirm that, to the best of my knowledge and belief, this is a true, correct and complete report.

Date:

Signature:

Name (Please Print or Type):

Title:

Telephone Number:

Name of Person Who Prepared Report:

Telephone Number:

E-mail Address:

RECORD FORMAT:

Once signed, the **T100(f) Certification** must be published as an electronic “portable document format” file format, for uploading to the eSubmit application.

The portable document format file **MUST BE** indicated when naming the file, by using the letters [PDF] or [pdf] following the file name, as the file name extension. You must have Adobe Reader software downloaded on your computer in order to “save as/print” your document as a ‘pdf’ file.

While the file name is flexible and may be determined by the individual air carrier, the portable document format (pdf) file format is required, as outlined in the rule entitled, *Submitting Airline Data via the Internet*.

Suggested file name: XXX201003-217T100fCert.pdf

PART 217 – T100 (f) Foreign Air Carrier Traffic Data

OMB NO: 2138-0040
EXPIRATION DATE: 10/31/2014

Paperwork Reduction Act Burden Statement

A federal agency may not conduct or sponsor, and a person is not required to respond to, nor shall a person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a current valid OMB Control Number. The OMB Control Number for this information collection is 2138-0040. Public reporting for Schedule T-100(f) Report of Traffic and Capacity, is estimated to be approximately 2 hours per response, including the time for reviewing instructions, completing and reviewing the collection of information. All responses to this collection of information are mandatory, as authorized by 14 CFR, Part 217. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: Information Collection Clearance Officer, Jennifer Rodas, OAI/BTS/RITA, RTS-42, Room E34, 1200 New Jersey Avenue, SE, Washington, D.C. 20590 or e-mail – jennifer.rodas@dot.gov.

REQUIREMENTS

RECORD DESCRIPTION: T100 (f) Foreign Air Carrier Traffic Data

| Field Description | Data Type | Length | Comments | Sample Data |
|---|-----------|----------|---|-------------|
| Carrier Code | Character | 3 | 2 or 3 digit Carrier Code | BA |
| Year and Month of Data | Numeric | 6 | Format: YYYYMM YYYY = century and year; Format: MM: 01 = January ... 12 = December | 200612 |
| Origin Airport | Character | 3 | The three letter OAG code identifying the airport. | IAH |
| Destination Airport | Character | 3 | The three letter OAG code identifying the airport. | LGW |
| Service Class | Character | 1 | One letter service class code: F, G, L, N, P, R, H | F |
| Segment Aircraft Type and Cabin Configuration | Number | 4 | The 1st 3 characters identify the type of aircraft used on the non-stop segment. The 4th character is used to identify the type of cabin configuration: 1 - Passenger 2 - Cargo 3 - Passenger/Cargo | 6271 |
| Segment Departures Performed | Number | Up to 5 | Up to five numeric Revenue departures performed | 49 |
| Segment Passengers | Number | Up to 10 | Up to seven numeric, reported transported passengers | 6707 |
| Segment Freight | Number | Up to 10 | Up to ten numeric, freight reported | 521842 |

| | | | | |
|----------------------------|--------|----------|--|---------|
| | | | in kilos | |
| Segment Available Seats | Number | Up to 7 | Up to seven numeric, aircraft seating capacity | 10976 |
| Segment Available Capacity | Number | Up to 10 | Up to ten numeric, reported in kilos | 1903195 |
| Market Passengers | Number | Up to 10 | Up to seven numbers Enplaned passengers | 6707 |
| Market Freight | Number | Up to 10 | Up to ten numbers, reported in kilos | 521842 |

RECORD FORMAT:

The T100(f) Foreign Air Carrier Traffic Data reports must be created as an electronic "comma separated values" file, using ASCII text character encoding, for uploading via the "eSubmit" application.

The comma separated values file MUST BE indicated when naming the file, by using the letters [CSV] or [csv] following the file name, as the file name extension.

The file name is flexible and may be determined by the individual air carrier, but the comma separated values (csv) file format is required, as outlined in the rule entitled, *Submitting Airline Data via the Internet*.

The fields in the sample record shown below follow the same order as the above record description, separated by commas, and saved with the file name extension of .csv.

Suggested file name: XXX201003-T100F.csv

Sample Record Format:

BA,200612,IAH,DTW,F,6261,30,1647,17137,5670,772500,0,0
BA,200612,IAH,LGW,F,6271,49,6707,521842,10976,1903195,6707,521842
BA,200612,IAH,LHR,F,0,0,0,0,0,0,0,0,1643,12935

PART 241 – T100 – Alaskan Air Carrier Weekly Traffic and Capacity Data Report

REQUIREMENTS

RECORD DESCRIPTION: T100 – Alaskan Air Carrier Weekly Segment and Market Report

| Field Description | Data Type | Length | Comments | Sample Data |
|-------------------|-----------|--------|-------------------------------------|-------------|
| Data Type | Character | 1 | One letter code (S) | S |
| Entity code | Character | 5 | Five character code assigned by DOT | 06000 |
| Year of Data | Numeric | 4 | Year (CCYY) | 2010 |
| Month of Data | Numeric | 2 | Month (MM) | 05 |

| | | | | |
|----------------------------------|-----------|----|---|------|
| Day of Service | Numeric | 2 | Day of month the service was performed – for use by USPS Only | 27 |
| Origin Airport | Character | 3 | Three letter OAG airport code | FAI |
| Destination Airport | Character | 3 | Three letter OAG airport code | GAL |
| Service Class | Character | 1 | One letter service class code: F, G, L, N, P, R | F |
| Segment Aircraft Type | Numeric | 3 | DOT assigned three numeric aircraft type code | 405 |
| Segment Cabin Configuration | Numeric | 1 | One numeric aircraft cabin configuration code: 1,2,3,4 | 3 |
| Segment Departures Performed | Numeric | 5 | Up to five numeric departures performed | 1 |
| Segment Available Capacity | Numeric | 10 | Up to ten numeric, reported in pounds | 3793 |
| Segment Available Seats | Numeric | 7 | Up to seven numeric, aircraft seating capacity | 16 |
| Segment Passengers Transported | Numeric | 7 | Up to seven numeric, reported transported passengers | 3 |
| Segment Freight Transported | Numeric | 10 | Up to ten numeric, freight reported in pounds | 239 |
| Segment Mail Transported | Numeric | 10 | Up to ten numeric, mail reported in pounds | 1106 |
| Segment Scheduled Departures | Numeric | 5 | scheduled departures | 1 |
| Segment Ramp-to-Ramp time | Numeric | 10 | Up to ten numeric, reported in minutes | 72 |
| Segment Airborne time in minutes | Numeric | 10 | Up to ten numeric, reported in minutes | 60 |
| DOT Certification | Numeric | 3 | Values are: 135, 121 – for use by USPS Only | 121 |

RECORD FORMAT:

The T100 – Alaskan Air Carrier Weekly Segment Report reports must be created as an electronic “comma separated values” file, using ASCII text character encoding, for uploading via the “eSubmit” application.

The comma separated values file MUST BE indicated when naming the file, by using the letters [CSV] or [csv] following the file name, as the file name extension.

The file name is flexible and may be determined by the individual air carrier, but the comma separated values (csv) file format is required, as outlined in the rule entitled, *Submitting Airline Data via the Internet*.

The fields in the sample record shown below follow the same order as the above record description, separated by commas, and saved with the file name extension of .csv.

Suggested file name: XX20100528-T100AKSEG.csv

Sample Record Format:

S,06000,2010,05,27,FAI,GAL,F,405,3,1,3793,16,3,239,1106,1,72,60,121

PART 241 - T100-Alaskan Air Carrier Weekly Market Report

REQUIREMENTS

RECORD DESCRIPTION: T100 – Alaskan Air Carrier Traffic and Capacity Data – On-Flight Market

| Field Description | Data Type | Length | Comments | Sample Data |
|----------------------------|-----------|--------|---|-------------|
| Data Type | Character | 1 | One letter code (M) | M |
| Entity code | Character | 5 | Five character code assigned by DOT | 06000 |
| Year of Data | Numeric | 4 | Year (CCYY) | 2010 |
| Month of Data | Numeric | 2 | Month (MM) | 05 |
| Day of Service | Numeric | 2 | Day of month the service was performed – for use by USPS Only | 27 |
| Origin Airport | Character | 3 | Three letter OAG airport code | FAI |
| Destination Airport | Character | 3 | Three letter OAG airport code | GAL |
| Service Class | Character | 1 | One letter service class code: F, G, L, N, P, R | F |
| Market Passengers enplaned | Numeric | 7 | Up to seven numeric, reported market passengers | 3 |
| Market Freight Enplaned | Numeric | 10 | Up to ten numeric, reported in pounds | 239 |
| Market Mail Enplaned | Numeric | 10 | Up to ten numeric, reported in pounds | 1000 |

RECORD FORMAT:

The T100 – Alaskan Air Carrier Weekly Market Report reports must be created as an electronic “comma separated values” file, using ASCII text character encoding, for uploading via the “eSubmit” application.

The comma separated values file MUST BE indicated when naming the file, by using the letters [CSV] or [csv] following the file name, as the file name extension.

The file name is flexible and may be determined by the individual air carrier, but the comma separated values (csv) file format is required, as outlined in the rule entitled, *Submitting Airline Data via the Internet*.

The fields in the sample record shown below follow the same order as the above record description, separated by commas, and saved with the file name extension of .csv.

Suggested file name: XX201003-T100AKMKT.csv

Sample Record Format:

M,06000,2010,05,27,FAI,GAL,F,3,239,1000

PART 241 – U.S. Carrier Origin-Destination Survey Transmittal Letter

REQUIREMENTS

RECORD DESCRIPTION/INSTRUCTIONS: Origin-Destination Survey Transmittal Letter – U.S. Carriers

Full name of airline:

Reporting period:

A certification statement for the Origin and Destination Survey Report is required identifying an appropriate official of the reporting carrier. This statement certifies that:

I , and , of the above named carrier, certify that the
(Name) (Title)
information in this transmittal letter is to the best of my knowledge and belief, true, correct and a
complete report for the period stated.

Total Number of records:

Total Number of passengers:

Date:

Signature:

Name (Please Print or Type):

RECORD FORMAT:

Once signed, the **Origin-Destination Survey Transmittal Letter** must be published as an electronic “portable document format” file format, for uploading to the eSubmit application.

The portable document format file **MUST BE** indicated when naming the file, by using the letters [PDF] or [pdf] following the file name, as the file name extension. You must have Adobe Reader software downloaded on your computer in order to “save as/print” your document as a ‘pdf’ file.

While the file name is flexible and may be determined by the individual air carrier, the portable document format (pdf) file format is required, as outlined in the rule entitled, *Submitting Airline Data via the Internet*.

File name: XX201003- ONDtransmittal.pdf

NOTE:

XX = Carrier 2 letter code

2010 = Year of report

03 = Quarter of report (First Quarter) 06 = (Second Quarter) 09 = (Third Quarter) 12 = (Fourth Quarter)

PART 241 – Foreign Carrier Origin-Destination Survey Transmittal Letter

REQUIREMENTS

RECORD DESCRIPTION/INSTRUCTIONS: Origin-Destination Survey Transmittal Letter – Foreign Carriers

Full name of airline:

Reporting period:

A certification statement for the Origin and Destination Survey Report is required identifying an appropriate official of the reporting carrier. This statement certifies that:

I, and, of the above named carrier, certify that the
(Name) (Title)

Information in this transmittal letter is to the best of my knowledge and belief, true, correct and a complete report for the period stated.

Total Number of records:

Total Number of passengers:

Date:

Signature:

Name (Please Print or Type):

RECORD FORMAT:

Once signed, the Origin-Destination Survey Transmittal Letter must be published as an electronic “portable document format” file format, for uploading to the eSubmit application.

The portable document format file MUST BE indicated when naming the file, by using the letters [PDF] or [pdf] following the file name, as the file name extension. You must have Adobe Reader software downloaded on your computer in order to “save as/print” your document as a ‘pdf’ file.

While the file name is flexible and may be determined by the individual air carrier, the portable document format (pdf) file format is required, as outlined in the rule entitled, *Submitting Airline Data via the Internet*.

File name: XX201003- FONDtransmittal.pdf

NOTE:

XX = Carrier 2 letter code

2010 = Year of report

03 = Quarter of report (First Quarter), 06 = (Second Quarter), 09 = (Third Quarter), and 12 = (Fourth Quarter).

PART 241 – Passenger Origin-Destination Survey Report

OMB NO: 2139-0001

EXPIRATION DATE: 2/28/2014

Paperwork Reduction Act Burden Statement

A federal agency may not conduct or sponsor, and a person is not required to respond to, nor shall a person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a current valid OMB Control Number. The OMB Control Number for this information collection is 2139-0001. Public reporting for this collection of information is estimated to be approximately 60 hours per response, including the time for reviewing instructions, completing and reviewing the collection of information. All responses to this collection of information are mandatory, as authorized by 14 CFR, Part 241. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: Information Collection Clearance Officer, Marianne Seguin, OAI/BTS/RITA, RTS-42, Room E34, 1200 New Jersey Avenue, SE, Washington, D.C. 20590 or e-mail – marianne.seguin@dot.gov.

REQUIREMENTS**RECORD DESCRIPTION: Origin-Destination Survey Report – U.S. Carriers**

| Field Description | Data Type | Length | Comments | Sample Data |
|-----------------------------------|-----------|----------|---|-------------|
| Carrier code | Character | 2 | IATA code | XX |
| Year | Numeric | 3 | Date: YYQ Where '09' = Year: 2009 Quarter: 4 | 094 |
| Fare | Numeric | variable | Value of the ticket in whole U.S. dollars(\$) | 4913 |
| Passenger Count | Numeric | variable | | 3 |
| 1 st Airport Code | Character | 3 | <i>1st Airport Code is the 3 letter code for the first Origin airport</i> | BOS |
| 1 st Operating Carrier | Character | 2 | IATA Carrier Code | IO |
| 1 st Ticketed Carrier | Character | 2 | IATA Carrier Code | XX |
| 1 st Fare Basis Code | Character | 1 | C - Unrestricted Business Class D - Restricted Business Class F - Unrestricted First Class G - Restricted First Class X - Restricted Coach Y - Unrestricted Coach U - Unknown | G |
| 2 nd Airport Code | Character | 3 | <i>2nd Airport Code is the 3 letter code for the first destination airport</i> | LAX |
| 2 nd Operating Carrier | Character | 2 | | VA |
| 2 nd Ticketed Carrier | Character | 2 | | VA |
| 2 nd Fare Basis Code | Character | 1 | | G |
| 3 rd Airport Code | | | <i>3rd Airport Code is the 3 letter code for the second destination airport</i> | SYD |

| | | | | |
|------------------------------------|-----------|---|---|-----|
| 3 rd Operating Carrier | Character | 2 | <i>Surface Segment Indicator – for Operating Carrier.</i> | -- |
| 3 rd Ticketed Carrier | Character | 2 | <i>Surface Segment Indicator – for Ticketed Carrier</i> | -- |
| 3 rd Fare Basis Code | Character | 1 | <i>For surface travel segment, leave the Fare Basis Code blank</i> | |
| 4 th Airport Code | Character | 3 | <i>4th Airport Code is the 3 letter code for the third destination airport</i> | CNS |
| 4 th Operating Carrier | Character | 2 | | DJ |
| 4 th Ticketed Carrier | Character | 2 | | VA |
| 4 th Fare Basis Code | Character | 1 | | G |
| 5 th Airport Code | Character | 3 | <i>5th Airport Code is the 3 letter code for the fourth destination airport</i> | BNE |
| 5 th Operating Carrier | Character | 2 | | VA |
| 5 th Ticketed Carrier | Character | 2 | | VA |
| 5 th Fare Basis Code | Character | 1 | | G |
| 6 th Airport Code | Character | 3 | <i>6th Airport Code is the 3 letter code for the fifth destination airport</i> | LAX |
| 6 th Operating Carrier | Character | 2 | | IO |
| 6 th Ticketed Carrier | Character | 2 | | IO |
| 6 th Fare Basis Code | Character | 1 | | G |
| 7 th Airport Code | Character | 3 | <i>7th Airport Code is the 3 letter code for the sixth destination airport.</i> | BOS |
| 7 th Operating Carrier | Character | 2 | | OH |
| 7 th Ticketed Carrier | Character | 2 | | DL |
| 7 th Fare Basis Code | Character | 1 | | G |
| 8 th Airport Code | Character | 3 | <i>8th Airport Code is the 3 letter code for the seventh destination airport, and in this example, the final destination for this ticket</i> | DCA |
| 8 th Operating Carrier | Character | 2 | If 23 coupons have to be recorded, then the format continues as follows: | EV |
| 8 th Ticketed Carrier | Character | 2 | | DL |
| 8 th Fare Basis Code | Character | 1 | | X |
| 9 th Airport Code | Character | 3 | <i>9th Airport Code is the 3 letter code for the eight destination airport, and in this example, the final destination for this ticket</i> | CLT |
| 9 th Operating Carrier | Character | 2 | | YV |
| 9 th Ticketed Carrier | Character | 2 | | YV |
| 9 th Fare Basis Code | Character | 1 | | X |
| 10 th Airport Code | Character | 3 | <i>10th Airport Code is the 3 letter code for the ninth destination airport, and in this example, the final destination for this ticket</i> | ATL |
| 10 th Operating Carrier | Character | 2 | | FL |
| 10 th Ticketed Carrier | Character | 2 | | FL |
| 10 th Fare Basis Code | Character | 1 | | Y |
| 11 th Airport Code | Character | 3 | <i>11th Airport Code is the 3 letter code for the tenth destination airport, and in</i> | MIA |

| | | | | |
|------------------------------------|-----------|---|---|-----|
| | | | <i>this example, the final destination for this ticket</i> | |
| 11 th Operating Carrier | Character | 2 | | MQ |
| 11 th Ticketed Carrier | Character | 2 | | AA |
| 11 th Fare Basis Code | Character | 1 | | G |
| 12 th Airport Code | Character | 3 | <i>12th Airport Code is the 3 letter code for the eleventh destination airport, and in this example, the final destination for this ticket</i> | FLL |
| 12 th Operating Carrier | Character | 2 | | NK |
| 12 th Ticketed Carrier | Character | 2 | | NK |
| 12 th Fare Basis Code | Character | 1 | | X |
| 13 th Airport Code | Character | 3 | <i>13th Airport Code is the 3 letter code for the twelfth destination airport, and in this example, the final destination for this ticket</i> | FMY |
| 13 th Operating Carrier | Character | 2 | | NK |
| 13 th Ticketed Carrier | Character | 2 | | NK |
| 13 th Fare Basis Code | Character | 1 | | X |
| 14 th Airport Code | Character | 3 | <i>14th Airport Code is the 3 letter code for the thirteenth destination airport, and in this example, the final destination for this ticket</i> | ATL |
| 14 th Operating Carrier | Character | 2 | | EV |
| 14 th Ticketed Carrier | Character | 2 | | DL |
| 14 th Fare Basis Code | Character | 1 | | Y |
| 15 th Airport Code | Character | 3 | <i>15th Airport Code is the 3 letter code for the fourteenth destination airport, and in this example, the final destination for this ticket</i> | LAS |
| 15 th Operating Carrier | Character | 2 | | SY |
| 15 th Ticketed Carrier | Character | 2 | | SY |
| 15 th Fare Basis Code | Character | 1 | | Y |
| 16 th Airport Code | Character | 3 | <i>16th Airport Code is the 3 letter code for the fifteenth destination airport, and in this example, the final destination for this ticket</i> | SAN |
| 16 th Operating Carrier | Character | 2 | | XE |
| 16 th Ticketed Carrier | Character | 2 | | CO |
| 16 th Fare Basis Code | Character | 1 | | Y |
| 17 th Airport Code | Character | 3 | <i>17th Airport Code is the 3 letter code for the sixteenth destination airport, and in this example, the final destination for this ticket</i> | MEX |
| 17 th Operating Carrier | Character | 2 | | AM |
| 17 th Ticketed | Character | 2 | | MX |
| 17 th Fare Basis Code | Character | 1 | | Y |
| 18 th Airport Code | Character | 3 | <i>18th Airport Code is the 3 letter code for the seventeenth destination airport, and in this example, the final</i> | LIM |

| | | | | |
|------------------------------------|-----------|---|--|-----|
| | | | <i>destination for this ticket</i> | |
| 18 th Operating Carrier | Character | 2 | | AA |
| 18 th Ticketed Carrier | Character | 2 | | AA |
| 18 th Fare Basis Code | Character | 1 | | Y |
| 19 th Airport Code | Character | 3 | <i>19th Airport Code is the 3 letter code for the eighteenth destination airport, and in this example, the final destination for this ticket</i> | MEX |
| 19 th Operating Carrier | Character | 2 | | MX |
| 19 th Ticketed Carrier | Character | 2 | | MX |
| 19 th Fare Basis Code | Character | 1 | | Y |
| 20 th Airport Code | Character | 3 | <i>20th Airport Code is the 3 letter code for the nineteenth destination airport, and in this example, the final destination for this ticket</i> | LAX |
| 20 th Operating Carrier | Character | 2 | | AA |
| 20 th Ticketed Carrier | Character | 2 | | AA |
| 20 th Fare Basis Code | Character | 1 | | G |
| 21 th Airport Code | Character | 3 | <i>21th Airport Code is the 3 letter code for the twentieth destination airport, and in this example, the final destination for this ticket</i> | PDX |
| 21 th Operating Carrier | Character | 2 | | QX |
| 21 th Ticketed Carrier | Character | 2 | | AS |
| 21 th Fare Basis Code | Character | 1 | | G |
| 22 nd Airport Code | Character | 3 | <i>22nd Airport Code is the 3 letter code for the twenty-first destination airport, and in this example, the final destination for this ticket</i> | ANC |
| 22 nd Operating Carrier | Character | 2 | | NW |
| 22nd Ticketed Carrier | Character | 2 | | AS |
| 22nd Fare Basis Code | Character | 1 | | Y |
| 23 rd Airport Code | Character | 3 | <i>23rd Airport Code is the 3 letter code for the twenty-second destination airport, and in this example, the final destination for this ticket</i> | BNE |
| 23rd Operating Carrier | Character | 2 | | VA |
| 23 rd Ticketed Carrier | Character | 2 | | VA |
| 23 rd Fare Basis Code | Character | 1 | | G |
| 24 th Airport Code | Character | 3 | <i>24th Airport Code is the 3 letter code for the twenty-third destination airport, and in this example, the final destination for this ticket</i> | SYD |

RECORD FORMAT:

The Origin-Destination Survey reports must be created as an electronic "comma separated values" file, using ASCII text character encoding, for uploading via the "eSubmit" application.

The comma separated values file MUST BE indicated when naming the file with file extension [CSV] or [csv] following the file name.

The file name is flexible and may be determined by the individual air carrier, but the comma separated values (csv) file format is required, as outlined in the rule entitled, *Submitting Airline Data via the Internet*.

The fields in the sample record shown below follow the same order as the above record description, separated by commas, and saved with the file name extension of .csv.

Suggested file name: XX201003-OND.csv

Sample Record Format:

XX,94,4913,1,BOS,IO,XX,G,LAX,VA,VA,G,SYD,--,--,CNS,DJ,VA,G,BNE,VA,VA,G,LAX,IO,IO,G,BOS

NOTE: The second itinerary in the sample record format above indicates a surface segment between SYD and CNS. The --,--, indicate the positions the two carriers and fare code would have occupied had there been air transportation between the two airports.

PART 241 – Passenger Origin-Destination Survey Report

OMB NO: 2139-0001
EXPIRATION DATE: 2/28/2014

Paperwork Reduction Act Burden Statement

A federal agency may not conduct or sponsor, and a person is not required to respond to, nor shall a person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a current valid OMB Control Number. The OMB Control Number for this information collection is 2139-0001. Public reporting for this collection of information is estimated to be approximately 60 hours per response, including the time for reviewing instructions, completing and reviewing the collection of information. All responses to this collection of information are mandatory, as authorized by 14 CFR, Part 241. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: Information Collection Clearance Officer, Marianne Seguin, OAI/BTS/RITA, RTS-42, Room E34, 1200 New Jersey Avenue, SE, Washington, D.C. 20590 or e-mail – marianne.seguin@dot.gov.

REQUIREMENTS

RECORD DESCRIPTION: Origin-Destination Survey Report – Foreign Carriers

| Field Description | Data Type | Length | Comments | Sample Data |
|-----------------------------------|-----------|----------|--|-------------|
| Carrier code | Character | 2 | IATA code | XX |
| Year | Numeric | 3 | Date: YYQ Where '09' = Year: 2009 Quarter: 4 | 094 |
| Fare | Numeric | variable | Value of the ticket in whole U.S. dollars(\$) | 1234 |
| Passenger Count | Numeric | variable | | 3 |
| 1 st Airport Code | Character | 3 | 1 st Airport Code is the 3 letter code for the first Origin airport | BOS |
| 1 st Operating Carrier | Character | 2 | IATA Carrier Code | IO |
| 1 st Ticketed Carrier | Character | 2 | IATA Carrier Code | XX |
| 1 st Fare Basis Code | Character | 1 | C - Unrestricted Business Class D - Restricted Business Class F - Unrestricted First Class G - Restricted First Class | G |

| | | | | |
|-----------------------------------|-----------|---|---|-----|
| | | | X - Restricted Coach Y - Unrestricted Coach U - Unknown | |
| 2 nd Airport Code | Character | 3 | <i>2nd Airport Code is the 3 letter code for the first destination airport</i> | LAX |
| 2 nd Operating Carrier | Character | 2 | | VA |
| 2 nd Ticketed Carrier | Character | 2 | | VA |
| 2 nd Fare Basis Code | Character | 1 | | G |
| 3 rd Airport Code | | | <i>3rd Airport Code is the 3 letter code for the second destination airport</i> | SYD |
| 3 rd Operating Carrier | Character | 2 | <i>Surface Segment Indicator – for Operating Carrier.</i> | -- |
| 3 rd Ticketed Carrier | Character | 2 | <i>Surface Segment Indicator – for Ticketed Carrier</i> | -- |
| 3 rd Fare Basis Code | Character | 1 | <i>For surface travel segment</i> | |
| 4 th Airport Code | Character | 3 | <i>4th Airport Code is the 3 letter code for the third destination airport</i> | CNS |
| 4 th Operating Carrier | Character | 2 | | DJ |
| 4 th Ticketed Carrier | Character | 2 | | VA |
| 4 th Fare Basis Code | Character | 1 | | G |
| 5 th Airport Code | Character | 3 | <i>5th Airport Code is the 3 letter code for the fourth destination airport</i> | BNE |
| 5 th Operating Carrier | Character | 2 | | VA |
| 5 th Ticketed Carrier | Character | 2 | | VA |
| 5 th Fare Basis Code | Character | 1 | | G |
| 6 th Airport Code | Character | 3 | <i>6th Airport Code is the 3 letter code for the fifth destination airport</i> | LAX |
| 6 th Operating Carrier | Character | 2 | | IO |
| 6 th Ticketed Carrier | Character | 2 | | IO |
| 6 th Fare Basis Code | Character | 1 | | G |
| 7 th Airport Code | Character | 3 | <i>7th Airport Code is the 3 letter code for the sixth destination airport and in this example, the final destination for this ticket</i> | BOS |
| 8 th Airport Code | Character | 3 | <i>8th Airport Code is the 3 letter code for the seventh destination airport, and in this example, the final destination for this ticket</i> | DCA |
| 8 th Operating Carrier | Character | 2 | If 23 coupons have to be recorded, then the format continues as follows: | EV |
| 8 th Ticketed Carrier | Character | 2 | | DL |
| 8 th Fare Basis Code | Character | 1 | | X |
| 9 th Airport Code | Character | 3 | <i>9th Airport Code is the 3 letter code for the eight destination airport, and in this example, the final destination for this ticket</i> | CLT |
| 9 th Operating Carrier | Character | 2 | | YV |
| 9 th Ticketed Carrier | Character | 2 | | YV |
| 9 th Fare Basis Code | Character | 1 | | X |
| 10 th Airport Code | Character | 3 | <i>10th Airport Code is the 3 letter code for</i> | ATL |

| | | | | |
|------------------------------------|-----------|---|---|-----|
| | | | <i>the ninth destination airport, and in this example, the final destination for this ticket</i> | |
| 10 th Operating Carrier | Character | 2 | | FL |
| 10 th Ticketed Carrier | Character | 2 | | FL |
| 10 th Fare Basis Code | Character | 1 | | Y |
| 11 th Airport Code | Character | 3 | <i>11th Airport Code is the 3 letter code for the tenth destination airport, and in this example, the final destination for this ticket</i> | MIA |
| 11 th Operating Carrier | Character | 2 | | MQ |
| 11 th Ticketed Carrier | Character | 2 | | AA |
| 11 th Fare Basis Code | Character | 1 | | G |
| 12 th Airport Code | Character | 3 | <i>12th Airport Code is the 3 letter code for the eleventh destination airport, and in this example, the final destination for this ticket</i> | FLL |
| 12 th Operating Carrier | Character | 2 | | NK |
| 12 th Ticketed Carrier | Character | 2 | | NK |
| 12 th Fare Basis Code | Character | 1 | | X |
| 13 th Airport Code | Character | 3 | <i>13th Airport Code is the 3 letter code for the twelfth destination airport, and in this example, the final destination for this ticket</i> | FMY |
| 13 th Operating Carrier | Character | 2 | | NK |
| 13 th Ticketed Carrier | Character | 2 | | NK |
| 13 th Fare Basis Code | Character | 1 | | X |
| 14 th Airport Code | Character | 3 | <i>14th Airport Code is the 3 letter code for the thirteenth destination airport, and in this example, the final destination for this ticket</i> | ATL |
| 14 th Operating Carrier | Character | 2 | | EV |
| 14 th Ticketed Carrier | Character | 2 | | DL |
| 14 th Fare Basis Code | Character | 1 | | Y |
| 15 th Airport Code | Character | 3 | <i>15th Airport Code is the 3 letter code for the fourteenth destination airport, and in this example, the final destination for this ticket</i> | LAS |
| 15 th Operating Carrier | Character | 2 | | SY |
| 15 th Ticketed Carrier | Character | 2 | | SY |
| 15 th Fare Basis Code | Character | 1 | | Y |
| 16 th Airport Code | Character | 3 | <i>16th Airport Code is the 3 letter code for the fifteenth destination airport, and in this example, the final destination for this ticket</i> | SAN |
| 16 th Operating Carrier | Character | 2 | | XE |
| 16 th Ticketed Carrier | Character | 2 | | CO |
| 16 th Fare Basis Code | Character | 1 | | Y |
| 17 th Airport Code | Character | 3 | <i>17th Airport Code is the 3 letter code for the sixteenth destination airport, and in</i> | MEX |

| | | | | |
|------------------------------------|-----------|---|--|-----|
| | | | <i>this example, the final destination for this ticket</i> | |
| 17 th Operating Carrier | Character | 2 | | AM |
| 17 th Ticketed | Character | 2 | | MX |
| 17 th Fare Basis Code | Character | 1 | | Y |
| 18 th Airport Code | Character | 3 | <i>18th Airport Code is the 3 letter code for the seventeenth destination airport, and in this example, the final destination for this ticket</i> | LIM |
| 18 th Operating Carrier | Character | 2 | | AA |
| 18 th Ticketed Carrier | Character | 2 | | AA |
| 18 th Fare Basis Code | Character | 1 | | y |
| 19 th Airport Code | Character | 3 | <i>19th Airport Code is the 3 letter code for the eighteenth destination airport, and in this example, the final destination for this ticket</i> | MEX |
| 19 th Operating Carrier | Character | 2 | | MX |
| 19 th Ticketed Carrier | Character | 2 | | MX |
| 19 th Fare Basis Code | Character | 1 | | Y |
| 20 th Airport Code | Character | 3 | <i>20th Airport Code is the 3 letter code for the nineteenth destination airport, and in this example, the final destination for this ticket</i> | LAX |
| 20 th Operating Carrier | Character | 2 | | AA |
| 20 th Ticketed Carrier | Character | 2 | | AA |
| 20 th Fare Basis Code | Character | 1 | | G |
| 21 th Airport Code | Character | 3 | <i>21th Airport Code is the 3 letter code for the twentieth destination airport, and in this example, the final destination for this ticket</i> | PDX |
| 21 th Operating Carrier | Character | 2 | | QX |
| 21 th Ticketed Carrier | Character | 2 | | AS |
| 21 th Fare Basis Code | Character | 1 | | G |
| 22 nd Airport Code | Character | 3 | <i>22nd Airport Code is the 3 letter code for the twenty-first destination airport, and in this example, the final destination for this ticket</i> | ANC |
| 22 nd Operating Carrier | Character | 2 | | NW |
| 22nd Ticketed Carrier | Character | 2 | | AS |
| 22nd Fare Basis Code | Character | 1 | | Y |
| 23 rd Airport Code | Character | 3 | <i>23rd Airport Code is the 3 letter code for the twenty-second destination airport, and in this example, the final destination for this ticket</i> | BNE |
| 23rd Operating Carrier | Character | 2 | | VA |
| 23 rd Ticketed Carrier | Character | 2 | | VA |
| 23 rd Fare Basis Code | Character | 1 | | G |
| 24 th Airport Code | Character | 3 | <i>24th Airport Code is the 3 letter code for the twenty-third destination airport, and in this example, the final</i> | SYD |

| | | | | |
|--|--|--|-----------------------------|--|
| | | | destination for this ticket | |
|--|--|--|-----------------------------|--|

RECORD FORMAT:

The Origin-Destination Survey reports must be created as an electronic "comma separated values" file, using ASCII text character encoding, for uploading via the "eSubmit" application.

The comma separated values file MUST BE indicated when naming the file with file extension [CSV] or [csv] following the file name.

The file name is flexible and may be determined by the individual air carrier, but the comma separated values (csv) file format is required, as outlined in the rule entitled, *Submitting Airline Data via the Internet*.

The fields in the sample record shown below follow the same order as the above record description, separated by commas, and saved with the file name extension of .csv.

Suggested file name: XX201003-FOND.csv

Sample Record Format:

XX,94,1234,1,EOS,IO,XX,G,LAX,VA,VA,G,SYD,--,--,CNS,DJ,VA,G,BEE,VA,VA,G,LAX,IO,IO,G,BOS

NOTE:

The second itinerary in the sample record format above indicates a surface segment between SYD and CNS. The --,--, indicate the positions where the ticketing carrier, the operating carrier, and the fare basis code information would have been entered had there been air transportation between the two airports.

PART 234 – ASQP On-Time Data

OMB NO: 2138-0041
EXPIRATION DATE: 9/30/2011

Paperwork Reduction Act Burden Statement

A federal agency may not conduct or sponsor, and a person is not required to respond to, nor shall a person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a current valid OMB Control Number. The OMB Control Number for this information collection is 2138-0041. Public reporting for on-time performance, mishandled baggage, is estimated to be approximately 20 hours per response, including the time for reviewing instructions, completing and reviewing the collection of information. All responses to this collection of information are mandatory, as authorized by 14 CFR, Part 234. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: Information Collection Clearance Officer, Cecelia Robinson, OAI/BTS/RITA, RTS-42, Room E34, 1200 New Jersey Avenue, SE, Washington, D.C. 20590 or e-mail – cecelia.robinson@dot.gov.

REQUIREMENTS

RECORD DESCRIPTION: ASQP – Monthly On-Time Data

| Field Description | Data Type | Length | Comments | Sample Data |
|--------------------------|-----------|--------|--------------|-------------|
| Carrier code | Character | 2 | IATA code | XX |
| Flight number | Character | 4 | | 1234 |
| Origin airport code | Character | 3 | Airport code | DFW |
| Destination airport code | Character | 3 | Airport code | BNA |

| | | | | |
|---|-----------|-----------|--|----------|
| Date of flight operation | DATE | ccyyymmdd | Year (CCYY) | 20100301 |
| Day of the week of flight operation | Numeric | 1 | Mon = 1, Sun = 7 | 1 |
| Scheduled departure time as shown in Official Airline Guide (OAG) | Numeric | 4 | 24 hour clock | 0735 |
| Scheduled departure time as shown in CRS | Numeric | 4 | 24 hour clock | 0735 |
| Gate departure time (actual) | Numeric | 4 | 24 hour clock | 0737 |
| Scheduled arrival time | Numeric | 4 | 24 hour clock | 0915 |
| Scheduled arrival time per CRS | Numeric | 4 | 24 hour clock | 0915 |
| Gate arrival time (actual) | Numeric | 4 | 24 hour clock | 1148 |
| Difference between OAG and CRS scheduled departure times | Numeric | 4 | In minutes – G minus H (2 hours=120 min) | 0 |
| Difference between OAG and CRS scheduled arrival times | Numeric | 4 | In minutes – J minus K | 0 |
| Scheduled elapsed time | Numeric | 4 | In minutes – K minus H | 100 |
| Gate-to-Gate Time | Numeric | 4 | In minutes – L minus I | 251 |
| Departure delay time (actual minutes CRS) | Numeric | 4 | In minutes – I minus H | 2 |
| Arrival delay time (actual minutes CRS) | Numeric | 4 | In minutes – L minus K | 153 |
| Elapsed time difference (actual minutes CRS) | Numeric | 4 | In minutes – P minus O | 151 |
| Wheels-off time (actual) | Numeric | 4 | 24 hour clock | 0753 |
| Wheels-on time (actual) | Numeric | 4 | 24 hour clock | 1141 |
| Aircraft tail number | Character | 6 | | N123XX |
| Cancellation code | Character | 1 | Values are A, B, C, D | |
| Minutes late for Delay Code E – Carrier Caused | Numeric | 4 | In minutes | |
| Minutes late for Delay Code F – Weather | Numeric | 4 | In minutes | |
| Minutes late for Delay Code G – National Aviation System (NAS) | Numeric | 4 | In minutes | |
| Minutes late for Delay Code H – Security | Numeric | 4 | In minutes | |
| Minutes late for Delay Code I – Late Arriving Flight (Initial) | Numeric | 4 | In minutes | |
| First gate departure time (actual) | Numeric | 4 | 24 hour clock | |
| Total ground time away from gate | Numeric | 4 | In minutes | |
| Longest ground time away from gate | Numeric | 4 | In minutes | |
| Number of landings at diverted airports | Numeric | 1 | 1 to 5 for diversions, 9 designates a fly return canceled flight | 1 |
| Diverted airport code 1 | Character | 3 | Airport code | MEM |
| Wheels-on time at diverted airport | Numeric | 4 | 24 hour clock | 1005 |
| Total ground time away from gate at diverted airport | Numeric | 4 | In minutes | 69 |
| Longest ground time away from gate at diverted airport | Numeric | 4 | In minutes | 69 |
| Wheels-off time (actual) at diverted airport | Numeric | 4 | 24 hour clock | 1114 |
| Aircraft tail number | Character | 6 | | N234XX |
| Diverted airport code 2 | Character | 3 | Airport code | |
| Wheels-on time at diverted airport | Numeric | 4 | 24 hour clock | |
| Total ground time away from gate at diverted airport | Numeric | 4 | In minutes | |

| | | | | |
|--|-----------|---|---------------|--|
| Longest ground time away from gate at diverted airport | Numeric | 4 | In minutes | |
| Wheels-off time (actual) at diverted airport | Numeric | 4 | 24 hour clock | |
| Aircraft tail number | Character | 6 | | |
| Diverted airport code 3 | Character | 3 | Airport code | |
| Wheels-on Time at Diverted Airport | Numeric | 4 | 24 hour clock | |
| Total ground time away from gate at diverted airport | Numeric | 4 | In minutes | |
| Longest ground time away from gate at diverted airport | Numeric | 4 | In minutes | |
| Wheels-off time (actual) at diverted airport | Numeric | 4 | 24 hour clock | |
| Aircraft tail number | Character | 6 | | |
| Diverted airport code 4 | Character | 3 | Airport code | |
| Wheels-on time at diverted airport | Numeric | 4 | 24 hour clock | |
| Total ground time away from gate at diverted airport | Numeric | 4 | In minutes | |
| Longest ground time away from gate at diverted airport | Numeric | 4 | In minutes | |
| Wheels-off time (actual) at diverted airport | Numeric | 4 | 24 hour clock | |
| Aircraft tail number | Character | 6 | | |
| Diverted airport code 5 | Character | 3 | Airport code | |
| Wheels-on time at diverted airport | Numeric | 4 | 24 hour clock | |
| Total ground time away from gate at diverted airport | Numeric | 4 | In minutes | |
| Longest ground time away from gate at diverted airport | Numeric | 4 | In minutes | |
| Wheels-off time (actual) at diverted airport | Numeric | 4 | 24 hour clock | |
| Aircraft tail number | Character | 6 | | |

RECORD FORMAT:

The ASQP - On Time Data reports must be created as an electronic "comma separated values" file, using ASCII text character encoding, for uploading via the "eSubmit" application.

The comma separated values file MUST BE indicated when naming the file, by using the letters [CSV] or [csv] following the file name, as the file name extension.

The file name is flexible and may be determined by the individual air carrier, but the comma separated values (csv) file format is required, as outlined in the rule entitled, *Submitting Airline Data via the Internet*.

The fields in the sample record shown below follow the same order as the above record description, separated by commas, and saved with the file name extension of .csv.

Suggested file name: XX201003-234ontime.csv

Sample Record Format:

XX,1234,DFW,BNA,20100301,1,0735,0735,0737,0915,0915,1148,0,0,100,251,2,153,1
51,0753,1141,N123XX,,,,,,,,,1,MEM,1005,69,69,1114,N234XX,,,,,,,,,
,,,,,

**PART 234 – ASQP
On-Time Data Transmittal**

REQUIREMENTS

RECORD DESCRIPTION/INSTRUCTIONS: ASQP – On-Time Data Transmittal Letter

The transmittal letter must identify the carrier and month and year for which the On-Time Data are being submitted, and contain the following information:

A certification statement identifying an appropriate official of the reporting carrier. The certification statement will read:

I, (Name) and (Title), of the above-named air carrier, certify that the BTS Form 234 “On-Time Flight Performance Report” is to the best of my knowledge and belief, true, correct, and a complete report for the period stated.

Date:

Signature:

Name (Please Print or Type):

The name(s) and telephone number(s) of the carrier’s staff who can be contacted to resolve problems regarding both carrier data and technical matters.

For control purposes, a statement indicating the total number of flight operations and unique flight numbers in the Form 234 submission.

For the initial submission, a description of the data submitted, specifying whether the eSubmit file includes data for only reportable airports or for all domestic scheduled nonstop flight operations.

For the initial submission and for subsequent changes, a statement identifying the source of the scheduled arrival and departure times used in the report: (1) Official Airline Guide in effect on (date) and (2) the name of the computer reservation system used for reporting purposes, pursuant to §234.4(f).

RECORD FORMAT:

Once signed, the On-Time Data Transmittal Letter must be published as an electronic “portable document format” file format, for uploading to the eSubmit application.

The portable document format file MUST BE indicated when naming the file, by using the letters [PDF] or [pdf] following the file name, as the file name extension. You must have Adobe Reader software downloaded on your computer in order to "save as/print" your document as a 'pdf' file.

While the file name is flexible and may be determined by the individual air carrier, the portable document format (pdf) file format is required, as outlined in the rule entitled, *Submitting Airline Data via the Internet*.

Suggested file name: XX201003-234transmittal.pdf

PART 234 – ASQP – Mishandled Baggage Report

OMB NO: 2138-0041
EXPIRATION DATE: 9/30/2011

Paperwork Reduction Act Burden Statement

A federal agency may not conduct or sponsor, and a person is not required to respond to, nor shall a person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a current valid OMB Control Number. The OMB Control Number for this information collection is 2138-0041. Public reporting for on-time performance, mishandled baggage, is estimated to be approximately 20 hours per response, including the time for reviewing instructions, completing and reviewing the collection of information. All responses to this collection of information are mandatory, as authorized by 14 CFR, Part 234. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: Information Collection Clearance Officer, Cecelia Robinson, OAI/BTS/RITA, RTS-42, Room E34, 1200 New Jersey Avenue, SE, Washington, D.C. 20590 or e-mail – cecelia.robinson@dot.gov.

REQUIREMENTS

RECORD DESCRIPTION: ASQP – Mishandled Baggage Report

| Field Description | Data Type | Length | Comments | Sample Data |
|---|-----------|--------|----------------------|-------------|
| Carrier code | Character | 2 | Two letter IATA code | XX |
| Year of Data | Numeric | 4 | Year (CCYY) | 2010 |
| Month of Data | Numeric | 2 | Month (MM) | 03 |
| Number of Domestic Scheduled Passengers Enplaned | Numeric | Varies | | 8004000 |
| Number of Mishandled Baggage Reports Filed with Carrier | Numeric | Varies | | 35000 |

RECORD FORMAT:

The ASQP – Mishandled Baggage reports must be created as an electronic "comma separated values" file, using ASCII text character encoding, for uploading via the "eSubmit" application.

The comma separated values file MUST BE indicated when naming the file, by using the letters [CSV] or [csv] following the file name, as the file name extension.

The file name is flexible and may be determined by the individual air carrier, but the comma separated values (csv) file format is required, as outlined in the rule entitled, *Submitting Airline Data via the Internet*.

The fields in the sample record shown below follow the same order as the above record description, separated by commas, and saved with the file name extension of .csv.

Suggested file name: XX201003-234mbr.csv

Sample Record Format:

XX, 2010, 03, 8004000, 35000

PART 234 – Mishandled Baggage Report Certification

REQUIREMENTS

RECORD DESCRIPTION/INSTRUCTIONS: ASQP – Mishandled Baggage Report Certification

A certification statement for the Mishandled Baggage Report is required identifying an appropriate official of the reporting carrier. The certification statement will read:

I, (Name) and (Title), of the above named carrier, certify that the Mishandled Baggage Report file is to the best of my knowledge and belief, true, correct and a complete report for the period stated.

Date:

Signature:

Name (Please Print or Type):

RECORD FORMAT:

Once signed, the Mishandled Baggage Report Certification must be published as an electronic “portable document format” file format, for uploading to the eSubmit application.

The portable document format file MUST BE indicated when naming the file, by using the letters [PDF] or [pdf] following the file name, as the file name extension. You must have Adobe Reader software downloaded on your computer in order to “save as/print” your document as a ‘pdf’ file.

While the file name is flexible and may be determined by the individual air carrier, the portable document format (pdf) file format is required, as outlined in the rule entitled, *Submitting Airline Data via the Internet*.

Suggested file name: XX201003-234mbrCert.pdf

PART 251 - Report of Passengers Denied Confirmed Space Report

OMB NO: 2138-0018
EXPIRATION DATE: 9/30/2011

A federal agency may not conduct or sponsor, and a person is not required to respond to, nor shall a person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a current valid OMB Control Number. The OMB Control Number for this information collection is 2138-0018. Public reporting for Form 251, Report of Passengers Denied Confirmed Space, is estimated to be approximately 5 hours per response, including the time for reviewing instructions, completing and reviewing the collection of information. All responses to this collection of information are mandatory, as authorized by 14 CFR, Part 250. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: Information Collection Clearance Officer, Cecelia Robinson, OAI/BTS/RITA, RTS-42, Room E34, 1200 New Jersey Avenue, SE, Washington, D.C. 20590 or e-mail - cecelia.robinson@dot.gov.

REQUIREMENTS

RECORD DESCRIPTION: 251 - Report of Passengers Denied Confirmed Space Report

| Field Description | Data Type | Length | Comments | Sample Data |
|--|------------------|---------------|---|--------------------|
| Carrier Name | Character | 30 | | Atlantic Southeast |
| OAG Carrier Code | Character | 2 | Two Letter Code | EV |
| Quarter Ended | Character | 6 | Quarter/Year | 3Q2010 |
| Number of passengers who were denied boarding involuntarily who qualified for denied boarding compensation and: (a) were given alternate transportation within the meaning of §250.5. | Numeric | Varies | | 1177 |
| (b) were not given such alternate transportation. | Numeric | Varies | | 1358 |
| Number of passengers denied boarding involuntarily who did not qualify for denied boarding compensation due to: (a) accommodation on another flight that arrived within 1 hour after the scheduled arrival time of the original flight. | Numeric | Varies | | 0 |
| (b) substitution of smaller capacity equipment. | Numeric | Varies | | 0 |
| (c) failure of passenger to comply with ticketing, check-in, or reconfirmation procedures, or to be acceptable for transportation under carrier's tariff or contract of carriage. | Numeric | Varies | | 746 |
| TOTAL NUMBER DENIED BOARDING INVOLUNTARILY | Numeric | Varies | | 3281 |
| Number of passengers denied boarding involuntarily who actually received compensation.* | Numeric | Varies | *If any passengers qualified for denied boarding compensation but were not offered compensation, attach a pdf statement as to the number of such passengers and an explanation of why the offer was not made. | 2535 |
| Number of passengers who volunteered to give up reserved space | Numeric | Varies | | 28566 |

| | | | | |
|--|----------|--------|--|----------|
| in exchange for a payment of the carrier's choosing. | | | | |
| Number of passengers accommodated in another section of the aircraft: (a) Upgrades. | Numeric | Varies | | 0 |
| (b) Downgrades. | Numeric | Varies | | 0 |
| Total Boardings. | Numeric | Varies | | 25450773 |
| Amount of compensation paid to passengers who: (a) were denied boarding involuntarily and were given alternate transportation within the meaning of §250.5. | Currency | Varies | | 407092 |
| (b) were denied boarding involuntarily and were not given alternate transportation. | Currency | Varies | | 480726 |
| (c) volunteered for denied boarding. | Currency | Varies | | 0 |

RECORD FORMAT:

The 251 - Report of Passengers Denied Confirmed Space Report reports must be created as an electronic "comma separated values" file, using ASCII text character encoding, for uploading via the "eSubmit" application.

The comma separated values file MUST BE indicated when naming the file, by using the letters [CSV] or [csv] following the file name, as the file name extension.

The file name is flexible and may be determined by the individual air carrier, but the comma separated values (csv) file format is required, as outlined in the rule entitled, *Submitting Airline Data via the Internet*.

The fields in the sample record shown below follow the same order as the above record description, separated by commas, and saved with the file name extension of .csv.

Suggested file name: XX201003-Form251.csv

Sample Record Format:

Atlantic Southeast
Airlines, EV, 3Q2010, 1177, 1358, 0, 0, 746, 3281, 2535, 28566, 0, 0, 25450773, 407092, 480
726, 0

Part 241 - Form 41 P-1a Interim Operations Report

OMB NO: 2138-0013
EXPIRATION DATE: 7/31/2015

Paperwork Reduction Act Burden Statement

A federal agency may not conduct or sponsor, and a person is not required to respond to, nor shall a person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a current valid OMB Control Number. The OMB Control Number for this information collection is 2138-0013. Public reporting for Schedule P-1(a), Interim Operations Report, is estimated to be approximately 1 hour per response.

including the time for reviewing instructions, completing and reviewing the collection of information. All responses to this collection of information are mandatory, as authorized by 14 CFR, Part 241. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: Information Collection Clearance Officer, Jeff Gorham, OAI/BTS/RITA, RTS-42, Room E34, 1200 New Jersey Avenue, SE, Washington, D.C. 20590 or e-mail - jeff.gorham@dot.gov.

REQUIREMENTS

RECORD DESCRIPTION: P-1a Interim Operations Report - Group I+, II & III

| Field Description | Data Type | Length | Comments | Sample Data |
|-------------------|-----------|--------|--------------|----------------|
| Schedule Item | Character | 4 | | P01A |
| Carrier Code | Character | 3 | | 3Z |
| Entity Region | Character | 1 | | D |
| Aircraft Type | Character | 4 | P-5.1, P-5.2 | 0000, 9999 |
| Account Code | Character | 5 | | 0014A, 10100 |
| Frequency | Numeric | 1 | | 2 |
| Year | Character | 4 | | 2010 |
| Month | Character | 2 | | 12 |
| Gain or Loss | Numeric | --- | | 2282243, -5645 |

RECORD FORMAT:

The P-1a Interim Operations reports must be created as an electronic "comma separated values" file, using ASCII text character encoding, for uploading via the "eSubmit" application.

The comma separated values file MUST BE indicated when naming the file, by using the letters [CSV] or [csv] following the file name, as the file name extension.

The file name is flexible and may be determined by the individual air carrier, but the comma separated values (csv) file format is required, as outlined in the rule entitled, *Submitting Airline Data via the Internet*.

The fields in the sample record shown below follow the same order as the above record description, separated by commas, and saved with the file name extension of .csv.

Suggested file name: XX201003-F41-P-1a.csv

Sample Record Format:

P01A, YV, S, 0000, 39010, 1, 2010, 06, -68401383

Part 241 - Form 41 P-12a Fuel Cost and Consumption

OMB NO: 2138-0013
EXPIRATION DATE: 7/31/2015

Paperwork Reduction Act Burden Statement

A federal agency may not conduct or sponsor, and a person is not required to respond to, nor shall a person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a current valid OMB Control Number. The OMB Control Number for this information collection is 2138-0013. Public reporting for Schedule P-12(a), Fuel Consumption by Type of Service and Entity, is estimated to be approximately 4 hours per response, including the time for reviewing instructions, completing and reviewing the collection of information. All responses to this collection of information are mandatory, as authorized by 14 CFR, Part 241. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: Information Collection Clearance Officer, Jeff Gorham, OAI/BTS/RITA, RTS-42, Room E34, 1200 New Jersey Avenue, SE, Washington, D.C. 20590 or e-mail - jeff.gorham@dot.gov

REQUIREMENTS

RECORD DESCRIPTION: P-12a – Fuel Cost and Consumption Report - Group I+, II & III

| Field Description | Data Type | Length | Comments | Sample Data |
|--------------------------|------------------|---------------|-------------------------------|--------------------|
| Schedule Item | Character | 4 | | P12A |
| Carrier Code | Character | 3 | | 3Z |
| Entity Region | Character | 1 | | D |
| Aircraft Type | Character | 4 | Reported on P-5.1, P-5.2 only | 0000 |
| Account Code | Character | 5 | | 0014A, 10100 |
| Frequency | Numeric | 1 | | 2 |
| Year | Character | 4 | | 2010 |
| Month | Character | 2 | | 12 |
| Gain or Loss | Numeric | --- | | 2282243, -5645 |

RECORD FORMAT:

The P-12a – Fuel Cost and Consumption reports must be created as an electronic “comma separated values” file, using ASCII text character encoding, for uploading via the “eSubmit” application.

The comma separated values file **MUST BE** indicated when naming the file, by using the letters [CSV] or [csv] following the file name, as the file name extension.

The file name is flexible and may be determined by the individual air carrier, but the comma separated values (csv) file format is required, as outlined in the rule entitled, *Submitting Airline Data via the Internet*.

The fields in the sample record shown below follow the same order as the above record description, separated by commas, and saved with the file name extension of .csv.

Suggested file name: XX201003-F41-P-12A.csv

Sample Record Format:

P-12a Fuel Cost and Consumption

P12A, 3Z, S, 0000, 0008**A**, 1, 2010, 06, 213786
P12A, 3Z, S, 0000, 0008**B**, 1, 2010, 06, 2208410
P12A, 3Z, S, 0000, 0008**C**, 1, 2010, 06, 820818

Account Code

A = Gallons

B = Cost

C = Gallons not Paid for

PART 241 – Form 41 Form A Certification

OMB NO: 2138-0013
EXPIRATION DATE: 7/31/2015

Paperwork Reduction Act Burden Statement

A federal agency may not conduct or sponsor, and a person is not required to respond to, nor shall a person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a current valid OMB Control Number. The OMB Control Number for this information collection is 2138-0013. Public reporting for Schedule A, Certification is estimated to be approximately 15 minutes per response, including the time for reviewing instructions, completing and reviewing the collection of information. All responses to this collection of information are mandatory, as authorized by 14 CFR, Part 241. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: Information Collection Clearance Officer, Jeff Gorham, OAI/BTS/RITA, RTS-42, Room E34, 1200 New Jersey Avenue, SE, Washington, D.C. 20590 or e-mail – jeff.gorham@dot.gov.

REQUIREMENTS

RECORD DESCRIPTION/INSTRUCTIONS: Form A Certification

A certification statement is required identifying an appropriate official of the reporting carrier. The certification statement will read:

Period ended:

I, (Name) and (Title), of (Carrier Name), do certify that all schedules and supporting documents which are submitted herewith or have been submitted heretofore as parts of this report filed for the indicated period, have been prepared under my direction; that I have carefully examined them and declare that they correctly reflect the accounts and records of the company, and to the best of my knowledge and belief are a complete and accurate statement, after adjustments to reflect full accruals, of the operating revenues and expenses, income items, assets, liabilities, capital, retained earnings, and operating statistics for the periods reported in the financial schedules, the Schedule T-100 Traffic, and if applicable, the Passenger Origin-Destination Survey; that the various items herein reported were determined in accordance with the Code of Federal Regulations for Large Certificated Air Carriers as prescribed by the Department of Transportation; and that the data contained herein are reported on a basis consistent with that of the preceding report except as specifically noted in the financial and statistical statements.

Date:

Signature:

Name (Please Print or Type):

Title 18 U.S.C. Sec. 1001, Crimes and Criminal Procedures, makes it a criminal offense subject to a maximum fine of \$10,000 or imprisonment for not more than 5 years, or both, to knowingly and willfully make or cause to be made any false or fraudulent statements or representation in any matter within jurisdiction of any agency of the United States.

The Confidential Information Protection and Statistical Efficiency Act 2002 (44 USC 3501), requires a statistical agency to clearly identify information it collects for non-statistical purposes. BTS hereby notifies the respondents and the public that BTS uses the information it collects under this OMB approval for non-statistical purposes including, publication of both respondent's identity and it's data, submission of the information to agencies outside BTS for review, analysis and possible use in regulatory and other administrative matters.

Per quarter, it can take each air carrier between 30 and 300 hours to complete the required financial reports and between 6 and 18 hours to complete the required T-100 monthly traffic reports.

RECORD FORMAT:

Once signed, the Form A Certification must be published as an electronic "portable document format" file format, for uploading to the eSubmit application.

The portable document format file MUST BE indicated when naming the file, by using the letters [PDF] or [pdf] following the file name, as the file name extension. You must have Adobe Reader software downloaded on your computer in order to "save as/print" your document as a 'pdf' file.

While the file name is flexible and may be determined by the individual air carrier, the portable document format (pdf) file format is required, as outlined in the rule entitled, *Submitting Airline Data via the Internet*.

Suggested file name: XX201003- F41-A-Cert.pdf

FORM 41 FINANCIAL DATA B-1, B1-1, P1.1, P1.2, P5.1, P5.2, P6, P7

OMB NO: 2138-0013
EXPIRATION DATE: 7/31/2015

Paperwork Reduction Act Burden Statement

A federal agency may not conduct or sponsor, and a person is not required to respond to, nor shall a person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a current valid OMB Control Number. The OMB Control Number for this information collection is 2138-0013. Public reporting for Schedule B-1, Balance Sheet is estimated to be approximately 2 hours per response, including the time for reviewing instructions, completing and reviewing the collection of information. All responses to this collection of information are mandatory, as authorized by 14 CFR, Part 241. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: Information Collection Clearance Officer, Jeff Gorham, OAI/BTS/RITA, RTS-42, Room E34, 1200 New Jersey Avenue, SE, Washington, D.C. 20590 or e-mail - jeff.gorham@dot.gov.

OMB NO: 2138-0013
EXPIRATION DATE: 7/31/2015

Paperwork Reduction Act Burden Statement

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OMB NO: 2138-0013
EXPIRATION DATE: 7/31/2015

Paperwork Reduction Act Burden Statement

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by 14 CFR, Part 241. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: Information Collection Clearance Officer, Jeff Gorham, OAI/BTS/RITA, RTS-42, Room E34, 1200 New Jersey Avenue, SE, Washington, D.C. 20590 or e-mail - jeff.gorham@dot.gov.

OMB NO: 2138-0013
EXPIRATION DATE: 7/31/2015

Paperwork Reduction Act Burden Statement

A federal agency may not conduct or sponsor, and a person is not required to respond to, nor shall a person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a current valid OMB Control Number. The OMB Control Number for this information collection is 2138-0013. Public reporting for Schedule P-1.2 Statement of Operations, is estimated to be approximately 7 hours per response, including the time for reviewing instructions, completing and reviewing the collection of information. All responses to this collection of information are mandatory, as authorized by 14 CFR, Part 241. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: Information Collection Clearance Officer, Jeff Gorham, OAI/BTS/RITA, RTS-42, Room E34, 1200 New Jersey Avenue, SE, Washington, D.C. 20590 or e-mail - jeff.gorham@dot.gov.

OMB NO: 2138-0013
EXPIRATION DATE: 7/31/2015

Paperwork Reduction Act Burden Statement

A federal agency may not conduct or sponsor, and a person is not required to respond to, nor shall a person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a current valid OMB Control Number. The OMB Control Number for this information collection is 2138-0013. Public reporting for Schedule P-5.1, Aircraft Operating Expenses, is estimated to be approximately 2 hours per response, including the time for reviewing instructions, completing and reviewing the collection of information. All responses to this collection of information are mandatory, as authorized by 14 CFR, Part 241. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: Information Collection Clearance Officer, Jeff Gorham, OAI/BTS/RITA, RTS-42, Room E34, 1200 New Jersey Avenue, SE, Washington, D.C. 20590 or e-mail - jeff.gorham@dot.gov.

OMB NO: 2138-0013
EXPIRATION DATE: 7/31/2015

Paperwork Reduction Act Burden Statement

A federal agency may not conduct or sponsor, and a person is not required to respond to, nor shall a person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a current valid OMB Control Number. The OMB Control Number for this information collection is 2138-0013. Public reporting for Schedule P-5.2, Aircraft Operating Expenses, is estimated to be approximately 15 hours per response, including the time for reviewing instructions, completing and reviewing the collection of information. All responses to this collection of information are mandatory, as authorized by 14 CFR, Part 241. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: Information Collection Clearance Officer, Jeff Gorham, OAI/BTS/RITA, RTS-42, Room E34, 1200 New Jersey Avenue, SE, Washington, D.C. 20590 or e-mail - jeff.gorham@dot.gov.

OMB NO: 2138-0013
EXPIRATION DATE: 7/31/2015

Paperwork Reduction Act Burden Statement

A federal agency may not conduct or sponsor, and a person is not required to respond to, nor shall a person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a current valid OMB Control Number. The OMB Control Number for this information collection is 2138-0013. Public reporting for Schedule P-6, Operating Expenses by Objective Grouping, is estimated to be approximately 7 hours per response, including the time for reviewing instructions, completing and reviewing the collection of information. All responses to this collection of information are mandatory, as authorized by 14 CFR, Part 241. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: Information Collection Clearance Officer, Jeff Gorham, OAI/BTS/RITA, RTS-42, Room E34, 1200 New Jersey Avenue, SE, Washington, D.C. 20590 or e-mail - jeff.gorham@dot.gov.

OMB NO: 2138-0013
EXPIRATION DATE: 7/31/2015

Paperwork Reduction Act Burden Statement

A federal agency may not conduct or sponsor, and a person is not required to respond to, nor shall a person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a current valid OMB Control Number. The OMB Control Number for this information collection is 2138-0013. Public reporting for Schedule P-7, Operating Expenses by Functional Grouping, is estimated to be approximately 10 hours per response, including the time for reviewing instructions, completing and reviewing the collection of information. All responses to this collection of information are mandatory, as authorized by 14 CFR, Part 241. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: Information Collection Clearance Officer, Jeff Gorham, OAI/BTS/RITA, RTS-42, Room E34, 1200 New Jersey Avenue, SE, Washington, D.C. 20590 or e-mail - jeff.gorham@dot.gov.

REQUIREMENTS

RECORD DESCRIPTION: Form 41 Financials – DB10 Collection

| Field Description | Data Type | Length | Comments | Sample Data |
|-------------------|-----------|--------|----------------|----------------|
| Schedule Item | Character | 4 | | B010 |
| Carrier Code | Character | 3 | | 3Z |
| Entity Region | Character | 1 | | D |
| Aircraft Type | Character | 4 | (P-5.1, P-5.2) | 0000, 9999 |
| Account Code | Character | 5 | | 0014A, 10100 |
| Frequency | Numeric | 1 | | 2 |
| Year | Character | 4 | | 2010 |
| Month | Character | 2 | | 12 |
| Gain or Loss | Numeric | --- | | 2282243, -5645 |

RECORD FORMAT:

The Form 41 Financials – DB10 Collection reports must be created as an electronic “comma separated values” file, using ASCII text character encoding, for uploading via the “eSubmit” application.

The comma separated values file MUST BE indicated when naming the file, by using the letters [CSV] or [csv] following the file name, as the file name extension.

The file name is flexible and may be determined by the individual air carrier, but the comma separated values (csv) file format is required, as outlined in the rule entitled, *Submitting Airline Data via the Internet*.

The fields in the sample record shown below follow the same order as the above record description, separated by commas, and saved with the file name extension of .csv.

Suggested file name: XX201003-DB10.csv

Sample Record Format:

B-1 B010 Balance Sheet – Liabilities & Stockholders Equity - Group I+, II & III
B010,3Z,D,0000,20250,2,2010,12,-461395

B-1.1 B011 Balance Sheet – Group I-
B011,SI,D,0000,00230,3,2010,12,54232

P-1.1 P011 Profit and Loss Statement – Group I-
P011,SI,D,0000,00130,3,2010,12,54232

P-1.2 P012 Profit and Loss Statement - Group I+, II & III
P012,3Z,D,0000,39190,2,2010,12,-850

P-5.1 P051 Aircraft Operating Expenses – Group I+, I-
P051,XP,D,9999,29210,2,2010,03,399134

P-5.2 P052 Aircraft Operating Expenses – Group II & III
P052,AA,D,6171,51990,2,2010,03,2986314

P-6 P060 Operating Expenses by Objective Grouping - Group I+, II & III

P060,3Z,D,0000,00320,2,2010,12,359199

P-7 **P070 Operating Expenses by Functional Grouping - Group III**
P070,AA,D,0000,00130,2,2010,12,359199

PART 241 – Form 41

B-12 Statement of Changes in Financial Position

OMB NO: 2138-0013
EXPIRATION DATE: 7/31/2015

Paperwork Reduction Act Burden Statement

A federal agency may not conduct or sponsor, and a person is not required to respond to, nor shall a person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a current valid OMB Control Number. The OMB Control Number for this information collection is 2138-0013. Public reporting for Schedule B-12, Statement of Changes in Financial Position, is estimated to be approximately 5 hours per response, including the time for reviewing instructions, completing and reviewing the collection of information. All responses to this collection of information are mandatory, as authorized by 14 CFR, Part 241. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: Information Collection Clearance Officer, Jeff Gorham, OAI/BTS/RITA, RTS-42, Room E34, 1200 New Jersey Avenue, SE, Washington, D.C. 20590 or e-mail – jeff.gorham@dot.gov.

REQUIREMENTS

RECORD DESCRIPTION/INSTRUCTIONS: B-12 Statement of Changes in Financial Position

For the B-12, Cash Flow Statement, it is freeform depending on each carrier's operations and is a bridge between the B-1 Balance Sheet and the P-1.2 Statement of Operations (Income Statement).

RECORD FORMAT:

The **PART 241 – B-12 Statement of Changes in Financial Position** must be published as an electronic "portable document format" file format, for uploading to the eSubmit application.

The portable document format file **MUST BE** indicated when naming the file, by using the letters [PDF] or [pdf] following the file name, as the file name extension. You must have Adobe Reader software downloaded on your computer in order to "save as/print" your document as a 'pdf' file.

While the file name is flexible and may be determined by the individual air carrier, the portable document format (pdf) file format is required, as outlined in the rule entitled, *Submitting Airline Data via the Internet*.

Suggested file name: XX201003- F41-B-12.pdf

Part 241 - Form 41

B-7 Airframe and Aircraft Engine Acquisitions and Retirements

OMB NO: 2138-0013
EXPIRATION DATE: 7/31/2015

Paperwork Reduction Act Burden Statement

A federal agency may not conduct or sponsor, and a person is not required to respond to, nor shall a person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a current valid OMB Control Number. The OMB Control Number for this information collection is 2138-0013. Public reporting for Schedule B-7, Airframe and Aircraft Engine Acquisitions and Retirements, is estimated to be approximately 7 hours per response, including the time for reviewing instructions, completing and reviewing the collection of information. All responses to this collection of information are mandatory, as authorized by 14 CFR, Part 241. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: Information Collection Clearance Officer, Jeff Gorham, OAI/BTS/RITA, RTS-42, Room E34, 1200 New Jersey Avenue, SE, Washington, D.C. 20590 or e-mail – jeff.gorham@dot.gov.

REQUIREMENTS

RECORD DESCRIPTION: B-7 – Airframe and Aircraft Engine Acquisitions and Retirements - Group II & III

| Field Description | Data Type | Length | Comments | Sample Data |
|---|-----------|-----------|----------|-------------------------|
| Form Type | Character | 3 | | B-7 |
| Air Carrier Code | Character | 3 | | UA |
| Year | Numeric | ccyy | | 2010 |
| Month Ended | Numeric | mm | | 12 |
| Year of First Airframe Delivery | Numeric | ccyy | | 1989 |
| Airframe Manufacturer Serial no. | Character | 20 | | 87654321 |
| Date Acquired or Retired | Numeric | ccyyymmdd | | 20090131 |
| Acquisition or Retirement Code | Character | 1 | | R or A |
| Airframe License Number | Character | 8 | | N000XX |
| Number of Aircraft Engines Acquired/Retired | Character | 5 | | 2 GE |
| Aircraft Type Code | Numeric | 4 | | 6141 |
| Type, Model and Cabin Design | Character | 25 | | Boeing B-737-8 PAX |
| Usual Seat Configuration | Numeric | 4 | | 76 |
| Acquired Cost or Capitalized Value | Numeric | 15 | | 12345678 |
| Depr. Cost or Amortized Value | Numeric | 15 | | 23232323 |
| Realization Value | Numeric | 15 | | 45454545 |
| Acquired From / Disposition | Character | 50 | | Sold to ABC Leasing Inc |
| Owned/Lease Type | Character | 1 | | O |
| Operating Status | Character | 1 | | Y |

RECORD FORMAT:

The B-7 – Airframe and Aircraft Engine Acquisitions and Retirements reports must be created as an electronic “comma separated values” file, using ASCII text character encoding, for uploading via the “eSubmit” application.

The comma separated values file MUST BE indicated when naming the file, by using the letters [CSV] or [csv] following the file name, as the file name extension.

The file name is flexible and may be determined by the individual air carrier, but the comma separated values (csv) file format is required, as outlined in the rule entitled, *Submitting Airline Data via the Internet*.

The fields in the sample record shown below follow the same order as the above record description, separated by commas, and saved with the file name extension of .csv.

Suggested file name: XX201003-B7.csv

Sample Record Format:

B-7,UA,2010,12,198990131,87654321,20090131,R,N000XX,2 GE,6141,Boeing B-737-8 PAX,76,12345678,23232323,45454545,Sold to ABC Leasing Inc,O,Y

Leased Type: a = Capital Lease, b = Operating Lease, O = Owned

Operating Status: Y = Yes, N = Not operating

Part 241 - Form 41

B-43 Inventory of Airframes and Aircraft Engines

OMB NO: 2138-0013
EXPIRATION DATE: 7/31/2015

Paperwork Reduction Act Burden Statement

A federal agency may not conduct or sponsor, and a person is not required to respond to, nor shall a person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a current valid OMB Control Number. The OMB Control Number for this information collection is 2138-0013. Public reporting for Schedule B-43, Inventory of Airframes and Aircraft Engines, is estimated to be approximately 8 hours per response, including the time for reviewing instructions, completing and reviewing the collection of information. All responses to this collection of information are mandatory, as authorized by 14 CFR, Part 241. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: Information Collection Clearance Officer, Jeff Gorham, OAI/BTS/RITA, RTS-42, Room E34, 1200 New Jersey Avenue, SE, Washington, D.C. 20590 or e-mail - jeff.gorham@dot.gov.

REQUIREMENTS

RECORD DESCRIPTION: B43 – Inventory of Airframes and Aircraft Engines - Group I-, I+, II & III

| Field Description | Data Type | Length | Comments | Sample Data |
|---------------------------------------|-----------|----------|--------------------|------------------|
| Form Type | Character | 4 | | B-43 |
| Air Carrier Code | Character | 3 | | UA |
| Year | Numeric | ccyy | | 2011 |
| Month Ended | Numeric | mm | | 12 |
| Year of First Airframe Delivery | Numeric | ccyy | | 2010 |
| Airframe Manufacturer Serial no. | Character | 20 | | 1191 |
| Airframe License Number | Character | 8 | | N000XX |
| Date Acquired or Placed in Service | Numeric | ccyymmdd | | 20100101 |
| Usual Seat Configuration | Numeric | 4 | | 124 |
| Number of Aircraft Engines | Character | 5 | Engines by Type | 2 GE |
| Manufacturer | Character | 50 | | Airbus Industrie |
| Aircraft Type Code | Numeric | 4 | | 6981 |
| Type, Model and Cabin Design | Character | 25 | | A-319-PSGR |
| Available Capacity | Numeric | 12 | Capacity in pounds | 35100 |
| Acquired Cost or Capitalized Value | Numeric | 15 | | 12345678 |
| Allowance for Depr. or Amortization | Numeric | 15 | | 123456 |
| Depr. Cost or Amortized Value | Numeric | 15 | | 23232323 |
| Estimated Residual Value | Numeric | 15 | | 45454545 |
| Est. Depreciation or Amortizable Life | Numeric | 3 | | 300 |
| Owned/Lease Type | Character | 1 | | O |
| Operating Status | Character | 1 | | Y |

RECORD FORMAT:

The B43 – Inventory of Airframes and Aircraft Engines reports must be created as an electronic “comma separated values” file, using ASCII text character encoding, for uploading via the “eSubmit” application.

The comma separated values file MUST BE indicated when naming the file, by using the letters [CSV] or [csv] following the file name, as the file name extension.

The file name is flexible and may be determined by the individual air carrier, but the comma separated values (csv) file format is required, as outlined in the rule entitled, *Submitting Airline Data via the Internet*.

The fields in the sample record shown below follow the same order as the above record description, separated by commas, and saved with the file name extension of .csv.

Suggested file name: XX201003-B43.csv

Sample Record Format:

B-43,UA,2011,12,2010,1191,N000XX,20100101,124,2GE,Airbus
Industries,6981,A-319 PSGR,35100,12345678,123456,23232323,
45454545,300,O,Y

Leased Type: a = Capital Lease, b = Operating Lease, O = Owned

Operating Status: Y = Yes, N = Not operating

Part 241 - Form 41

P-2 Notes to BTS Form 41 Reports

OMB NO: 2138-0013
EXPIRATION DATE: 7/31/2015

Paperwork Reduction Act Burden Statement

A federal agency may not conduct or sponsor, and a person is not required to respond to, nor shall a person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a current valid OMB Control Number. The OMB Control Number for this information collection is 2138-0013. Public reporting for Schedule P-2, Notes to BTS Form 41 Report, is estimated to be approximately 4 hours per response, including the time for reviewing instructions, completing and reviewing the collection of information. All responses to this collection of information are mandatory, as authorized by 14 CFR, Part 241. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: Information Collection Clearance Officer, Jeff Gorham, OAI/BTS/RITA, RTS-42, Room E34, 1200 New Jersey Avenue, SE, Washington, D.C. 20590 or e-mail – jeff.gorham@dot.gov.

REQUIREMENTS

RECORD DESCRIPTION/INSTRUCTIONS: P-2 Notes to BTS Form 41 Report

For the P-2 Notes, this report is a narrative document that explains the Air Carrier's Form 41 Financials.

RECORD FORMAT:

The **P-2 Notes to BTS Form 41 Report** must be published as an electronic "portable document format" file format, for uploading to the eSubmit application.

The portable document format file **MUST BE** indicated when naming the file, by using the letters [PDF] or [pdf] following the file name, as the file name extension. You must have Adobe Reader software downloaded on your computer in order to "save as/print" your document as a 'pdf' file.

While the file name is flexible and may be determined by the individual air carrier, the portable document format (pdf) file format is required, as outlined in the rule entitled, *Submitting Airline Data via the Internet*.

Suggested file name: XX201003- F41-P-2notes.pdf

Part 241 - Form 41

P-2 Passenger Facility Charge Report

REQUIREMENTS

RECORD DESCRIPTION: P-2 Passenger Facility Charge Report

| Field Description | Data Type | Length | Comments | Sample Data |
|---|-----------|--------|--|-------------|
| Airline ID | Character | 5 | DOT Assigned | 12345 |
| Carrier Code | Character | 3 | IATA or DOT Assigned | XX |
| Year of Data Included in the Report | Numeric | 4 | Year (CCYY) | 2010 |
| Month of Quarter Ending Data Included in the Report | Numeric | 2 | Month (MM) Qtr 1 = 03 Qtr 3 = 09 Qtr 2 = 06 Qtr 4 = 12 | 03 |
| Total PFC Liability at Beginning of Period | Numeric | 50 | | 9999 |
| Total Amount Collected in Trust for Public Agencies | Numeric | 50 | | 9999 |
| Total Amount Remitted to Public Agencies | Numeric | 50 | | 9999 |
| Adjustments | Numeric | 50 | Collection Compensation, PFC Refunds | 9999 |
| Total PFC Liability at End of Period | Numeric | 50 | | 9999 |

RECORD FORMAT:

The P-2 Passenger Facility Charge reports must be created as an electronic "comma separated values" file, using ASCII text character encoding, for uploading via the "eSubmit" application.

The comma separated values file MUST BE indicated when naming the file, by using the letters [CSV] or [csv] following the file name, as the file name extension.

The file name is flexible and may be determined by the individual air carrier, but the comma separated values (csv) file format is required, as outlined in the rule entitled, *Submitting Airline Data via the Internet*.

The fields in the sample record shown below follow the same order as the above record description, separated by commas, and saved with the file name extension of .csv.

Suggested file name: XX201003- F41-P-2pfc.csv

Sample Record Format:

12345,XX,2010,03,9999,9999,9999,9999,9999

FORM 41 FINANCIAL DATA

P-10 – Employee Statistics by Labor Category

OMB NO: 2138-0013
EXPIRATION DATE: 7/31/2015

Paperwork Reduction Act Burden Statement

A federal agency may not conduct or sponsor, and a person is not required to respond to, nor shall a person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a current valid OMB Control Number. The OMB Control Number for this information collection is 2138-0013. Public reporting for Schedule P-10, Employment Statistics by Labor Category, is estimated to be approximately 2 hours per response, including the time for reviewing instructions, completing and reviewing the collection of information. All responses to this collection of information are mandatory, as authorized by 14 CFR, Part 241. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: Information Collection Clearance Officer, Jeff Gorham, OAI/BTS/RITA, RTS-42, Room E34, 1200 New Jersey Avenue, SE, Washington, D.C. 20590 or e-mail – jeff.gorham@dot.gov.

REQUIREMENTS

RECORD DESCRIPTION: P-10 – Employee Statistics by Labor Category Report - Group I+, II & III

| Field Description | Data Type | Length | Comments | Sample Data |
|-------------------|-----------|--------|----------------|----------------|
| Schedule Item | Character | 4 | | P100 |
| Carrier Code | Character | 3 | | 3Z |
| Entity Region | Character | 1 | | D |
| Aircraft Type | Character | 4 | (P-5.1, P-5.2) | 0000 |
| Account Code | Character | 5 | | 0014A, 10100 |
| Frequency | Numeric | 1 | | 2 |
| Year | Character | 4 | | 2010 |
| Month | Character | 2 | | 12 |
| Gain or Loss | Numeric | --- | | 2282243, -5645 |

RECORD FORMAT:

The P-10 – Employee Statistics by Labor Category reports must be created as an electronic “comma separated values” file, using ASCII text character encoding, for uploading via the “eSubmit” application.

The comma separated values file MUST BE indicated when naming the file, by using the letters [CSV] or [csv] following the file name, as the file name extension.

The file name is flexible and may be determined by the individual air carrier, but the comma separated values (csv) file format is required, as outlined in the rule entitled, *Submitting Airline Data via the Internet*.

The fields in the sample record shown below follow the same order as the above record description, separated by commas, and saved with the file name extension of .csv.

Suggested file name: XX201003-F41-P-10.csv

Sample Record Format:

P100, 3Z, D, 0000, 00310, 4, 2010, 12, 31

Part 241 - Form 41

T-8 Report of All-Cargo Operations Report

OMB NO: 2138-0013
EXPIRATION DATE: 7/31/2015

Paperwork Reduction Act Burden Statement

A federal agency may not conduct or sponsor, and a person is not required to respond to, nor shall a person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a current valid OMB Control Number. The OMB Control Number for this information collection is 2138-0013. Public reporting for Schedule T-8, Report of All-Cargo Operations, is estimated to be approximately 2 hours per response, including the time for reviewing instructions, completing and reviewing the collection of information. All responses to this collection of information are mandatory, as authorized by 14 CFR, Part 241. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: Information Collection Clearance Officer, Jeff Gorham, OAI/BTS/RITA, RTS-42, Room E34, 1200 New Jersey Avenue, SE, Washington, D.C. 20590 or e-mail - jeff.gorham@dot.gov.

REQUIREMENTS

RECORD DESCRIPTION: T-8 Report of All-Cargo Operations Report

| Field Description | Data Type | Length | Comments | Sample Data |
|--------------------------------------|-----------|--------|---------------------------|-------------|
| Schedule Item | Character | 2 | Name of Form | T8 |
| Carrier code | Character | 2 | IATA code | XX |
| Airline ID | Numeric | 5 | Five digit Cardecode | 10579 |
| Region | Numeric | 3 | Certificate of Operations | 418 or 401 |
| Account Code | Numeric | 5 | Account | 41990 |
| Frequency | Numeric | 1 | Annual | 4 |
| Year of Data Included in the Report | Numeric | 4 | Year (CCYY) | 2010 |
| Month of Data Included in the Report | Numeric | 2 | Month (MM) | 03 |
| Data | Numeric | --- | Actual data value | 3938455 |

RECORD FORMAT:

The T-8 Report of All-Cargo Operations Report must be created as an electronic "comma separated values" file, using ASCII text character encoding, for uploading via the "eSubmit" application.

The comma separated values file MUST BE indicated when naming the file, by using the letters [CSV] or [csv] following the file name, as the file name extension.

The file name is flexible and may be determined by the individual air carrier, but the comma separated values (csv) file format is required, as outlined in the rule entitled, *Submitting Airline Data via the Internet*.

The fields in the sample record shown below follow the same order as the above record description, separated by commas, and saved with the file name extension of .csv.

Suggested file name: XX201003-F41-T8.csv

Sample Record Format:

T8,JW,10548,418,39050,4,2010,12,4948301

PART 248 – Form 248 Audit Reports

OMB NO: 2138-0004
EXPIRATION DATE: 12/31/2008

Paperwork Reduction Act Burden Statement

A federal agency may not conduct or sponsor, and a person is not required to respond to, nor shall a person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a current valid OMB Control Number. The OMB Control Number for this information collection is 2138-0004. Public reporting for this collection of information is estimated to be approximately 15 minutes per response, including the time for reviewing instructions, completing and reviewing the collection of information. All responses to this collection of information are mandatory, as authorized by 14 CFR, Part 248. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: Information Collection Clearance Officer, Jeff Gorham, OAI/BTS/RITA, RTS-42, Room E34, 1200 New Jersey Avenue, SE, Washington, D.C. 20590 or e-mail – jeff.gorham@dot.gov.

REQUIREMENTS

RECORD DESCRIPTION/INSTRUCTIONS: Form 248- Audit Report

The Form 248 – Annual Audit Report is an external audit conducted by Certified Public Accounts and is freeform based on the carrier's operations. If no audit is conducted for any given year, then a statement to that fact must be submitted instead.

RECORD FORMAT:

The Form 248- Audit Report must be published as an electronic "portable document format" file format, for uploading to the eSubmit application.

The portable document format file MUST BE indicated when naming the file, by using the letters [PDF] or [pdf] following the file name, as the file name extension. You must have Adobe Reader software downloaded on your computer in order to "save as/print" your document as a 'pdf' file.

While the file name is flexible and may be determined by the individual air carrier, the portable document format (pdf) file format is required, as outlined in the rule entitled, *Submitting Airline Data via the Internet*.

Suggested file name: XX201003- Form248Audit.pdf

PART 374A - Form 183 Report of Extension of Credit to Political Candidates

OMB NO: 2138-0016
EXPIRATION DATE: 7/31/2006

Paperwork Reduction Act Burden Statement

A federal agency may not conduct or sponsor, and a person is not required to respond to, nor shall a person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a current valid OMB Control Number. The OMB Control Number for this information collection is 2138-0016. Public reporting for Form 183, Report of Extension of Credit to Political Candidates, is estimated to be approximately 1 hour per response, including the time for reviewing instructions, completing and reviewing the collection of information. All responses to this collection of information are mandatory, as authorized by 14 CFR, Part 374a. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: Information Collection Clearance Officer, Jeff Gorham, OAI/BTS/RITA, RTS-42, Room E34, 1200 New Jersey Avenue, SE, Washington, D.C. 20590 or e-mail – jeff.gorham@dot.gov

REQUIREMENTS

RECORD DESCRIPTION: Form 183 - Report of Extension of Credit to Political Candidates

The report and a certification statement are required. Certification must be by an appropriate official of the reporting carrier. The report and certification statement will include:

Reporting Period (Month/Year): _____
Air Carrier Code: _____
Air Carrier Name: _____
Name of Candidate: _____

| Name of Account | Total Receivable | Credit Limitation | Unpaid Balance | Age of Unpaid Balance In Days | Security type of collateral and \$amount |
|-----------------|---------------------|----------------------|-------------------|--|--|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

I, (Name) and (Title), of the above named carrier, certify that the above Report of Extension of Credit to Political Candidates has been examined by me and is to the best of my knowledge and belief, true, correct, as defined in PART 374a (14 CFR 374a) and is a complete report for the period stated.

Date:

Signature: *(this may be electronic or signed with document scanned into a pdf)*

Name (Please Print or Type):

RECORD FORMAT:

Once signed, the Form 183 - Report of Extension of Credit to Political Candidates must be published as an electronic "portable document format" file format, for uploading to the eSubmit application.

The portable document format file MUST BE indicated when naming the file, by using the letters [PDF] or [pdf] following the file name, as the file name extension. You must have Adobe Reader software downloaded on your computer in order to "save as/print" your document as a 'pdf' file.

While the file name is flexible and may be determined by the individual air carrier, the portable document format (pdf) file format is required, as outlined in the rule entitled, *Submitting Airline Data via the Internet*.

Suggested file name: CC201003- Form183PoliticalCreditRpt-Cert.pdf

PART 291 - Form 291 Statement of Operations Report

REQUIREMENTS

RECORD DESCRIPTION: 291 - Statement of Operations Report for Section 41103 Operations

| Field Description | Data Type | Length | Comments | Sample Data |
|---|-----------|--------|----------------------|-------------|
| Schedule Item | Varchar | 4 | Name of Form | 291A |
| Carrier code | Character | 2 | Two letter IATA code | XX |
| Airline ID | Numeric | 5 | Five digit Cardecode | 10482 |
| Account Code | Numeric | 5 | Account | 41990 |
| Frequency | Numeric | 1 | Annual | 4 |
| Year of Data Included in the Report | Numeric | 4 | Year (CCYY) | 2010 |
| Month of Data Included in the Report | Numeric | 2 | Month (MM) | 03 |
| Data | Numeric | --- | Actual data value | 3484750 |

RECORD FORMAT:

The 291 - Statement of Operations Report must be created as an electronic "comma separated values" file, using ASCII text character encoding, for uploading via the "eSubmit" application.

The comma separated values file MUST BE indicated when naming the file, by using the letters [CSV] or [csv] following the file name, as the file name extension.

The file name is flexible and may be determined by the individual air carrier, but the comma separated values (csv) file format is required, as outlined in the rule entitled, *Submitting Airline Data via the Internet*.

The fields in the sample record shown below follow the same order as the above record description, separated by commas, and saved with the file name extension of .csv.

Suggested file name: XX201003-Form291.csv

Sample Record Format:

291A,JW,10548,39050,4,2010,12,4847502